

DRAFT 2

BASIC MEDICATION ADMINISTRATION CURRICULUM TEST

EMPLOYEE'S NAME: _____ Date: _____

AGENCY: _____

NAME OF NURSE TRAINER: _____

TEST SCORE: _____

I. True or False

- ☐ Always wash your hands before administering medications.
- ☐ Finish administering medications to all individuals before you sign the medication sheets.
- ☐ You may ask one of the individuals you support to assist you when passing medications.
- ☐ Cough medicines should be given before other oral medications.
- ☐ Always report any refused medications or medication errors.
- ☐ When administering medications always use the medication sheet.
- ☐ Always keep the medications locked up except when in use.
- ☐ Topical medications should always be stored separately from oral medications.
- ☐ Grapefruit juice is the best liquid to use to aid in swallowing pills.
- ☐ "Not writing your initials on the medication sheet after administering a medication" is one example of a medication documentation error.
- ☐ When giving more than one liquid medication it is best to mix them in one cup for ease in administering.
- ☐ When an ear is draining, or has a discharge, it is best to plug the ear with a cotton ball.
- ☐ An antacid (e.g., Maalox) should be given after an antibiotic (e.g., tetracycline.)
- ☐ Creams and ointments should generally be applied in large amounts.
- ☐ It is a good idea to memorize all medications so that they can be passed more quickly.
- ☐ After administering medication via an inhaler, the person should use a mouthwash.
- ☐ If you forget to sign the medication sheet, it is ok to ask someone else to sign your initials.
- ☐ Always use pencil so you can erase if you make a mistake when signing the medication sheet.
- ☐ After instilling a nasal spray, you should instruct the person to blow his/her nose.

II. Matching (Match the following words or phrases with the correct abbreviation or symbol from the bottom of the page).

_____ gram	_____ at
_____ morning	_____ as necessary
_____ ointment	_____ milligram
_____ every	_____ every day
_____ tablespoon	_____ decrease
_____ cubic centimeter	_____ blood pressure
_____ every 4 hours	_____ drops
_____ twice a day	_____ with
_____ nothing by mouth	_____ three times a day
_____ discontinue	_____ by mouth
_____ teaspoon	_____ milliliter
_____ every other day	_____ complaint of
_____ four times a day	_____ hour of sleep

@	NPO
am	oint
bid	po
BP	PRN
č	q
cc	qd
c/o	qid
D/C or d/c	qod
gtts	q4°
Gm	Tbsp
HS	tid
mg	tsp
ml	↓

III. Multiple Choices

1. How often should you read and compare the medication label to the medication sheet?
 - a) One time
 - b) Two times
 - c) Three times
 - d) Four times.
2. What should you do if you find a difference between the medication sheet and the medication label?
 - a) Give the medication and report the difference to a nurse or supervisor
 - b) Don't give the medication and report the difference to a nurse or supervisor
 - c) Call Poison Control
 - d) Call 911.
3. Before administering a PRN medication, what should you do?
 - a) Check to be sure that the reason for administering the PRN medication matches the reason or parameters described on the medication sheet
 - b) Check for restrictions or allergies
 - c) Check the last time the PRN medication was given
 - d) All of the above
 - e) A and C only.
4. Which of the following is **TRUE** when administering liquid medications?
 - a) Mix all liquid medications into one cup for ease in administering
 - b) Administer liquid medications before administering tablets
 - c) When pouring liquid medications, hold the medicine cup at eye level on a level surface
 - d) If you pour out too much liquid medication, pour some back into the bottle.
5. If a liquid medication label states that 5 cc = 10 mg, how many cc should you pour if you need to administer 20 mg of the medication?
 - a) 5 cc
 - b) 10 cc
 - c) 15 cc
 - d) 20 cc.
6. What is a generic drug?
 - a) A medication that is prescribed for elderly people
 - b) A medication that can only be given by a doctor
 - c) A medication's chemical name, usually costing less money
 - d) Medication that only comes as a "free sample".

7. Which of the following is **NOT** one of the steps to follow when administering eye (ophthalmic) medications?
- a) Explain the procedure to the individual
 - b) Remove any secretions from the eye with a damp gauze pad
 - c) Gently pull down the eyelid to form a pocket
 - d) Instill drops at the outer aspect of eye.
8. Which of the following is **NOT** one of the steps to follow when administering ear (otic) medications?
- a) Instill medication into the outer ear canal
 - c) Gently pull down and outward on the ear lobe to open the ear
 - d) Plug ear with a cotton ball
 - e) Assure that the medication is at room temperature.
9. What should you do when an individual refuses his/her medication?
- a) Put it back in the bottle
 - b) Discard the medication but do not report the refusal
 - c) Discard the medication, document and report the refusal according to your agency policy
 - d) Call 911.
10. Which of the following is **NOT** considered the proper storage of medications?
- a) Storing medications away from extreme heat, light and humidity
 - b) Storing medications in an unlocked drawer
 - c) Storing certain medications in the refrigerator
 - d) Storing external and internal medications separately.
11. Which of the following is **NOT** one of the steps to follow when administering nasal drops?
- a) Wash hands and apply gloves
 - b) Before administering the medication, ask the individual to blow his/her nose
 - c) Instill drops into the nostril after making sure that the tip of the applicator touches the skin
 - d) After instilling the medication, clean the tip of the applicator using a damp gauze pad.
12. If you are not sure of the identity of an individual, what should you do?
- a) Ask another individual that you support
 - b) Ask a new staff person
 - c) Ask a supervisor or check an available picture
 - d) Make a guess.
13. Under what circumstances would you refer to your agency's specific policies?
- a) When it is necessary to pre-package medications
 - b) When you drop a tablet on the floor
 - c) When you make an error in medication administration
 - d) All of the above
 - e) None of the above.

IV. Fill in the Blanks

1. What are the 6 rights of correct medication administration?

- | | |
|----|----|
| 1) | 4) |
| 2) | 5) |
| 3) | 6) |

2. List 4 ways (routes) that medications may be administered.

- | | |
|----|----|
| 1) | 3) |
| 2) | 4) |

3. List 4 examples when you should wash your hands thoroughly.

- | | |
|----|----|
| 1) | 3) |
| 2) | 4) |

4. What should you do before administering medications to prevent the spread of germs?

5. What is a "scored" tablet? (You may write your answer or draw a picture of a scored tablet).

6. You have available Mellaril 25 mg tablets and the order reads, "Mellaril 50 mg po daily".
How many tablets would you administer?

7. You have available Mysoline 250 mg in single-scored tablets and the order reads "Mysoline 125 mg po daily". How many tablets would you administer?
8. What is the latest time that a medication ordered at 8 a.m. could be given before it is considered to be a medication error?
9. How should a sublingual medication be administered?
10. List five different types of medication errors (not documentation.)
 - 1)
 - 2)
 - 3)
 - 4)
 - 5)
11. What is the FIRST step to take if you think a person may be having a SEVERE allergic reaction?
12. Which is a legal document, a medication sheet or the label on a medication bottle?

13.

CVS Pharmacy	123-4567
BROWN, MARY	RX 614002
39 Happy Street	
Providence, RI 02999	
ZYPREXA 5MG TABLET	Dr. Jones, Fred
	12/4/01
TAKE 1 TABLET IN THE MORNING AND IN THE EVENING	
# 60 OLANZAPINE	
REFILLS LEFT 0	EXPIRES 12/4/02

Refer to the above medication label to answer the following questions.

a) Please identify the person for whom the medication is prescribed. (Write the name of the individual).

b) Would you be able to administer this medication TODAY?
____ YES ____ NO Explain why or why not?

c) Write the word that is the same as the generic name of the drug.

d) If you administer this medication as directed, how long before you run out of tablets?
(Circle the correct answer)

15 days 20 days 30 days 60 days

e) On the medication sheet for the above individual, it is written, "Zyprexa 5mg PO BID PRN". Does this instruction match the medication label?

____ YES ____ NO Explain why or why not?